



Bid and Contract Assistant

Job Code: 0178

Originated: 05/02

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 1218

EEO Code: 25

FLSA: Non Exempt

Supervisory: No

CLASS SUMMARY

Processes solicitations and contracts in support of Bid and Contract staff to meet expectations for quality service.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Sets up, enters information and maintains manual and automated files and programs, produces reports, monitors activity regarding Council Actions, prepares award documents including necessary follow up and performs associated Purchasing Clerk tasks as necessary in the Purchasing Department.
- Creates, places and pays for all required procurement advertising.
- Types a variety of solicitation documents according to instructions provided by the Bid and Contract staff and generates labels for mailing.
- Handles all monies received in the form of cash or check for the sale of plans and specifications, makes change, prepares bank deposit producing an accurate financial report for weekly transactions from \$500 to \$1,000.
- Effectively communicates by telephone and face-to-face with customers providing them with quality customer service.
- Reviews and approves standard form contracts over \$2,000.
- Assists Financial Services Technician by updating Purchasing Websites with the latest and most accurate information.
- Assists Financial Services Technician with all work associated to Bid and Contract databases.
- Inputs all vendor registration information submitted into Bid and Contract database and handles any necessary follow up.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Construction activity and terms.

Automated systems including word processing, record keeping and standard office operation.

Microsoft Windows Office products.

Ability to:

Demonstrate strong organizational skills.

Prepare statistical reports, letters, memos or other similar types of documents.

Comprehend and make inferences from written material and verbal and/or written instructions.

Work independently and under pressure and follow through without direct supervision.

Maintain complex records.

Produce work within established standards and deadlines.

Communicate effectively, both verbally and in writing.

Take ownership for self-development in the areas of bid and contract processing, word processing, automated record keeping, office automation and interpersonal skills.

Be responsive and customer service oriented.

Establish and maintain courteous and respectful communications and effective working relationships with co-workers, all levels of City staff, private sector contractors and professionals.

Education and Experience

Any combination of training, education and experience equivalent to two years responsible experience in clerical support for purchasing or construction administration and one-year experience in procurement related training, seminars, or course work specific to the Bid and Contract field.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed under direct supervision by a Purchasing Manager in the Financial Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a normal City office environment.
- Lift and carry plans, files and bid documents weighing up to 25 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

Job Title: Bid and Contract Assistant

Job Code: 0178

Page 3

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.